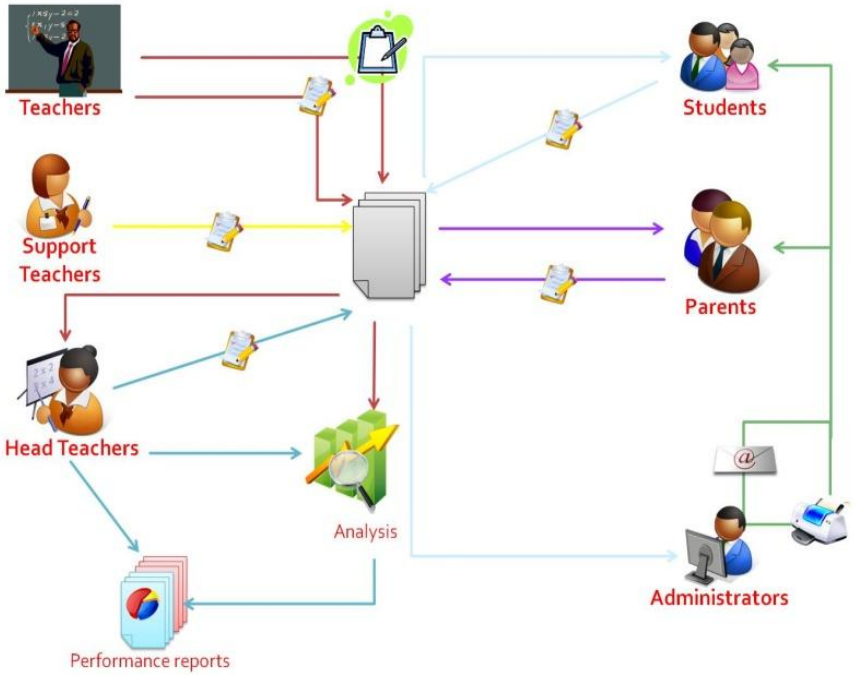

SRS
Quick Start Guide

Teachers

September 2010

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2. Getting Started

This Quick Guide is to help Teachers who are using a SRS product for the first time.

All SRS products are secure web based software applications for tracking and reporting in schools, accessed over the internet. The basic parameters of the system (such as pupil names, classes, term dates, who can access the product and what they can do) are all set by the System Administrator or Super Administrator (usually the school ICT Coordinator).

Everyone logs on to SRS over the internet – so teachers can update their pupil tracking and reporting from anywhere at any time.

To log in you need to enter your User Name, Password and Role. User Names and Passwords are assigned by the system Super Administrator and your Role will be: Head Teacher, Teacher, or Support Teacher.

First type the web address provided by your school ICT Coordinator into your web browser. The web address will usually take the form: www.yourschoolname.schoolreports.eu. You may want to bookmark this page.

Once logged in, you will be presented with the SRS Screen, from which you select the functionality you require:

Figure 1 : Main SRS : Primary Screen (after log in)

Teachers select either 'ATS' for Assessment Tracking or 'ARS' for Reporting.

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3. Tracking and Reporting Criteria

Pupil tracking and reporting criteria vary by individual school and by school type. There are three SRS products, each of which has the basic curriculum and, where appropriate, tracking and reporting requirements pre-loaded.

All of these parameters are 'soft' and easily customisable to the needs of an individual school by the System super administrator. The three SRS systems are:

SRS : Foundation covering students at the Early Years Foundation Stage
SRS : Primary covering primary school students at Key Stages 1 and 2
SRS : Secondary covering secondary school students at Key Stages 3 and 4

The general operating principles behind all the SRS products are the same.

Specific, detailed, operating manuals are supplied with each product.

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4. Annual Tracking System (ATS) for Continual Assessment

Clicking the 'ATS' button after log in starts the Annual Tracking function which is used to track pupil progress in terms of subject understanding and achievement from the time they enter school to the time they leave.

The first ATS screen looks like this:

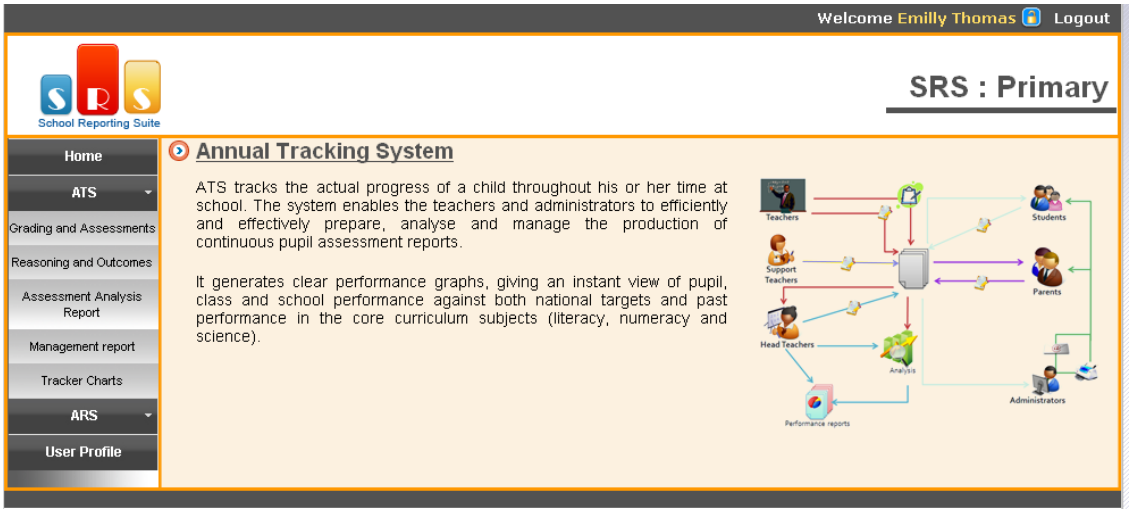
Welcome Emilly Thomas
Logout
School Reporting Suite
SRS : Primary
Home
ATS
Grading and Assessments
Reasoning and Outcomes
Assessment Analysis Report
Management report
Tracker Charts
ARS
User Profile
Annual Tracking System
ATS tracks the actual progress of a child throughout his or her time at school. The system enables the teachers and administrators to efficiently and effectively prepare, analyse and manage the production of continuous pupil assessment reports.
It generates clear performance graphs, giving an instant view of pupil, class and school performance against both national targets and past performance in the core curriculum subjects (literacy, numeracy and science).
Teachers
Students
Support Teachers
Parents
Head Teachers
Analysis
Administrators
Performance reports

Figure 2: Teachers: Main ATS Working Screen

Navigating and updating ATS should be intuitive. As a general guide, select the category you wish to view or update from the menu on the left (eg: Subject Details, Behaviour and Approaches, etc), then specify the Subject, Class, Year Group, Term and Year in which you are interested using the drop down menus at the top of the screen. There's an example below.

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Using ATS: select the category, then specify the Year, Year Group, Class and Subject

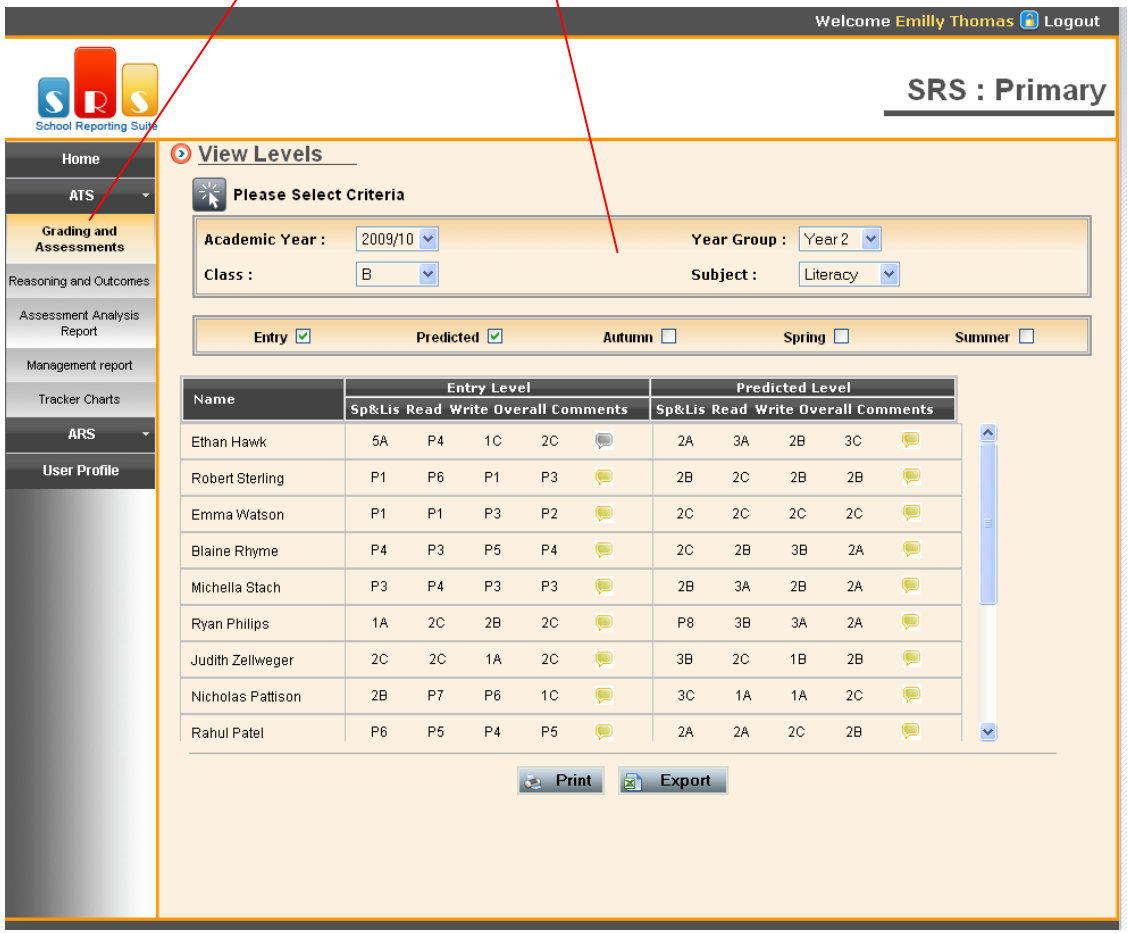
Welcome Emilly Thomas Logout
SRS : Primary
School Reporting Suite
Home
ATS
Grading and Assessments
Reasoning and Outcomes
Assessment Analysis Report
Management report
Tracker Charts
ARS
User Profile
View Levels
Please Select Criteria
Academic Year : 2009/10
Year Group : Year 2
Class : B
Subject : Literacy
Entry
Predicted
Autumn
Spring
Summer
Name
Entry Level
Predicted Level
Sp&Lis Read Write Overall Comments
Ethan Hawk 5A P4 1C 2C 2A 3A 2B 3C
Robert Sterling P1 P6 P1 P3 2B 2C 2B 2B
Emma Watson P1 P1 P3 P2 2C 2C 2C 2C
Blaine Rhyme P4 P3 P5 P4 2C 2B 3B 2A
Michella Stach P3 P4 P3 P3 2B 3A 2B 2A
Ryan Philips 1A 2C 2B 2C P8 3B 3A 2A
Judith Zellweger 2C 2C 1A 2C 3B 2C 1B 2B
Nicholas Pattison 2B P7 P6 1C 3C 1A 1A 2C
Rahul Patel P6 P5 P4 P5 2A 2A 2C 2B
Print
Export

Figure 3: Using ATS (example: Viewing Levels)

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Grading & Assessments

Click the 'Grading & Assessments' button on the left, then select the Subject, Class, Year Group, Term and Year from the drop down menus at the top.

Clicking the yellow speech bubble in the 'Comments' column opposite a particular pupil opens a pop-up window to view or update comments.

Grading pupils is simply a matter of selecting the level from a drop down box opposite each student.

Clicking 'Save' saves your new inputs.

NB: In usual operation, teachers will only need to enter Assessment Levels (the level a student has achieved) because:

- Entry Levels for the next term will usually be updated automatically from the previous term's Assessment Level.
- Predicted Levels will normally be generated automatically for the next term, based on the Entry Level.

However, to manually enter or update Predicted levels, click the 'Predicted' button in the dark brown area and select either 'Automatically Predict' or 'Manually Predict'.

By default, once an Assessment Level has been saved the screen will show the Entry, Predicted and Achieved levels for that student. To remove reporting on a particular type of level, uncheck the relevant box in the grey bar across the middle of the screen. Re-checking the box will restore the results.

Reasoning and Outcomes

Click the 'Reasoning and Outcomes' button on the left, then select the Subject, Class, Year Group, Term and Year from the drop down menus at the top.

Comments are simply typed into the 'Reasoning' and/or 'Outcomes' boxes and saved by clicking 'Save'.

To apply comments to selected pupils click the 'Add Comments for Selected Pupils' button and select the relevant pupils.

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The 'Add Comments for Selected Pupils' button offers a series of preset comments for teachers to choose from.

If teachers do not click 'Add Comments for Selected Pupils' their comments will be applied to the entire class.

Reports

Select the category of report in which you are interested from the menu on the left, then specify it by Academic Year, Term, Year Group and Class from the drop down menus in the middle of the screen and click 'Submit' to generate the report.

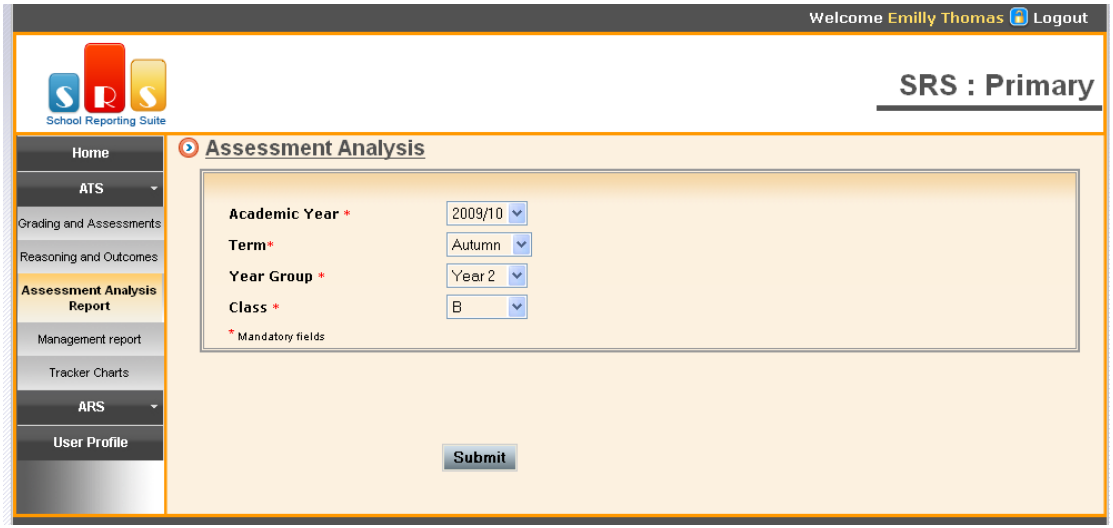

Figure 4: Generating Reports

Viewing Class Progress using Tracker Charts

To view an analysis of pupils and class progress, first select 'Tracker Charts' on the left-hand menu to reveal:

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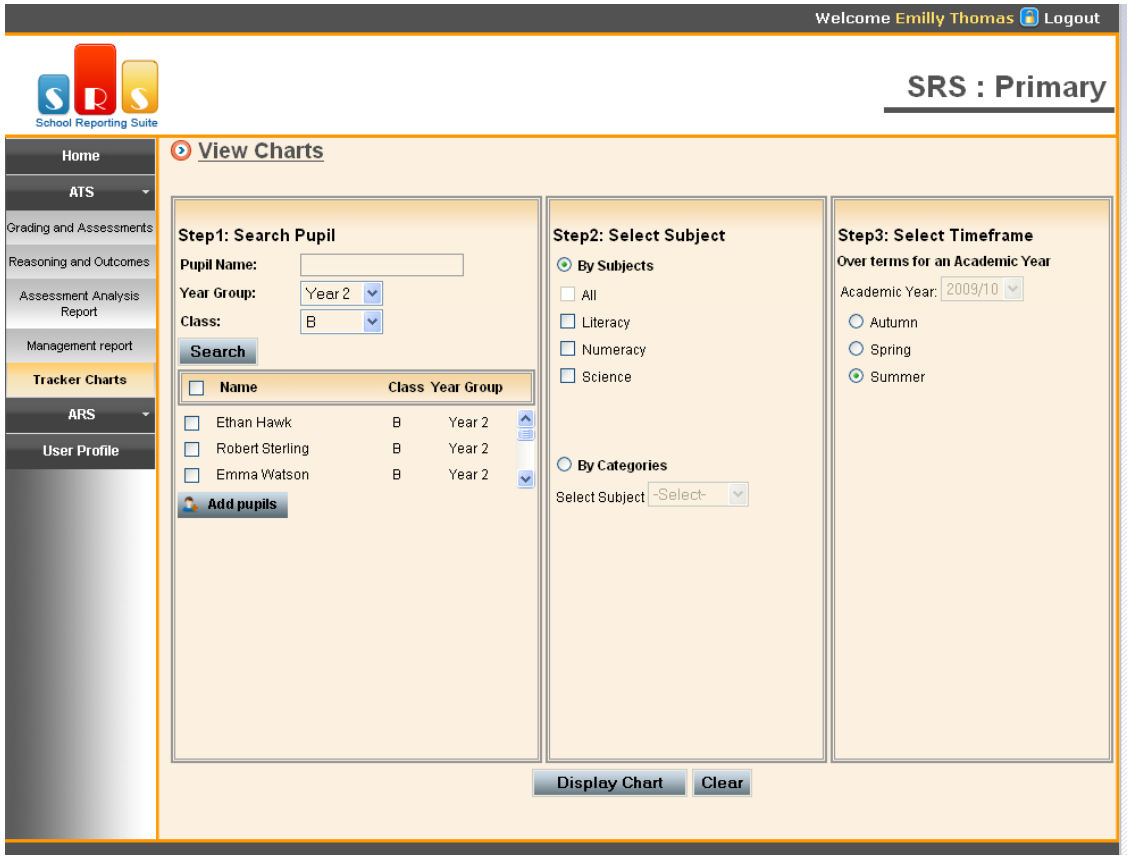

Figure 5: Generating Tracker Charts

To generate a report on a particular student, enter his/her name and click 'Search'.

To generate a report on a number of students, click the checkbox against the name of every student you want included in the report and click 'Add Pupils'.

Then select the Subject and Term in which you are interested and click 'Display Chart' to reveal:

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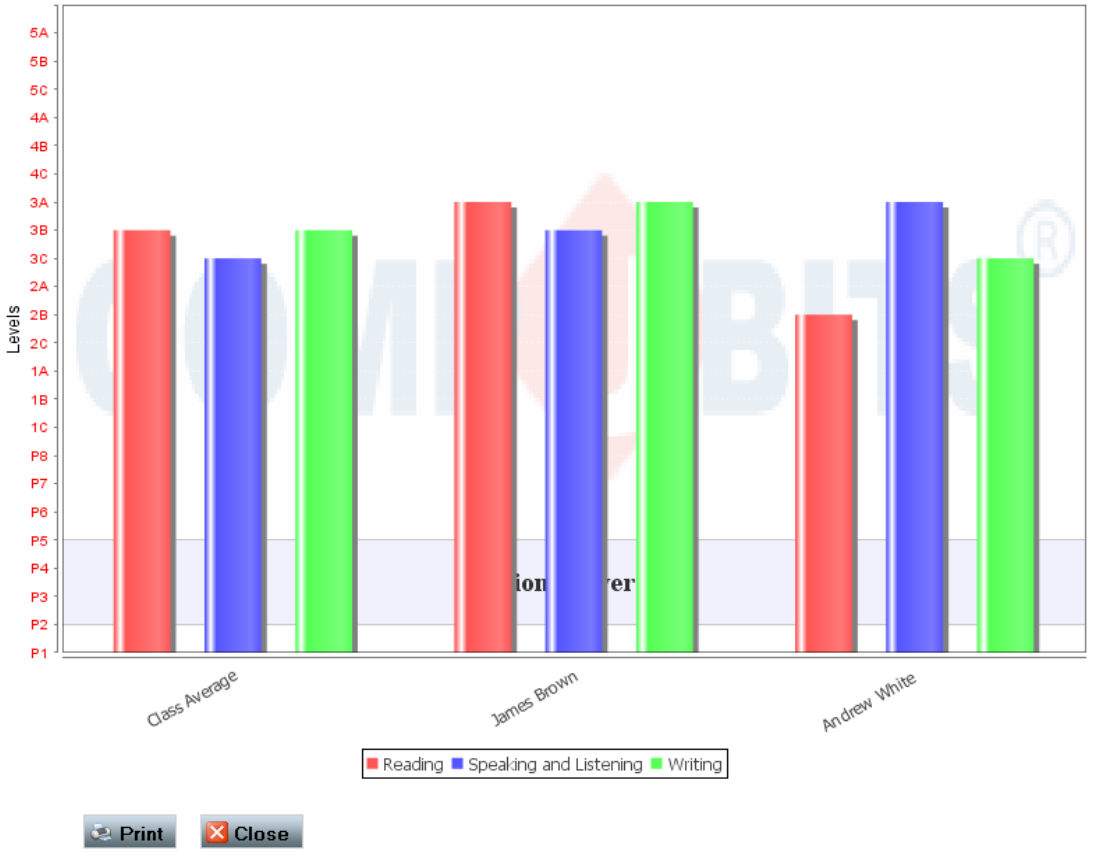

Figure 6: Sample Tracker Chart for Multiple Students

To see the progress of a particular pupil by subject category during the term, press the 'Display Chart' button opposite 'Pupil for a Subject Category Over a Term'.

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5. Annual Reporting System (ARS) for Annual Reports

Clicking the 'ARS' button after log in starts the Annual Reporting System.

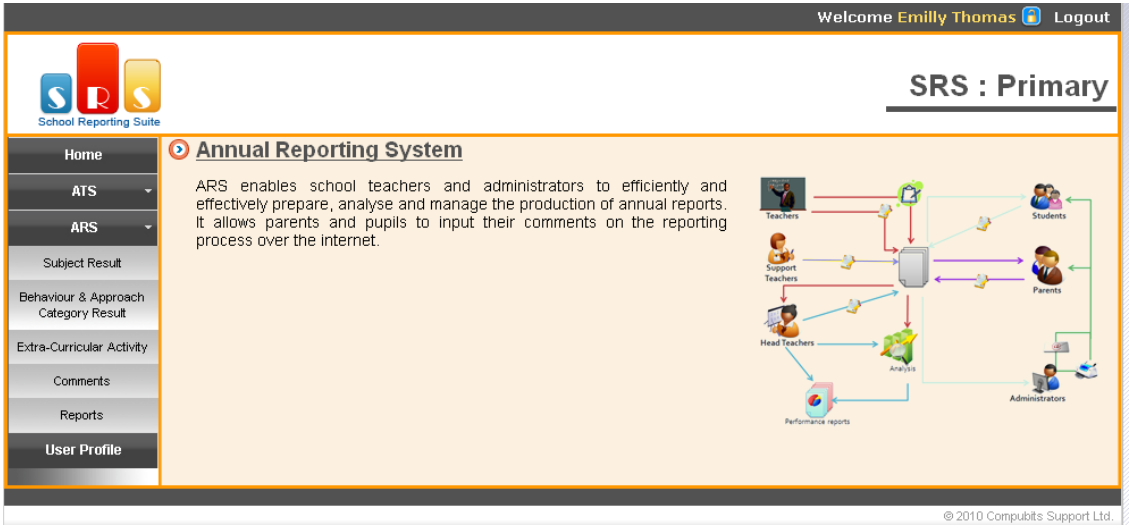

Figure 7: Annual Reporting System for Annual Reports

ARS enables teachers to quickly and simply view and record the performance of their students for:

- Subject Details
- Behaviour and Approaches
- Extra Curricular Activities
- Additional Comments
- Reports

Navigating and updating ARS should be intuitive. As a general guide, select the category you wish to view or update from the menu on the left (eg: Subject Details, Behaviour and Approaches, etc), then specify the Subject, Class, Year Group, Term and Year in which you are interested using the drop down menus at the top of the screen.

Teachers can view pupil reports by clicking the 'Report' icon wherever it appears in ARS. The report opens in a new window.

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Using ARS: Select the category then: specify Subject, Class, Year Group, Term and Year

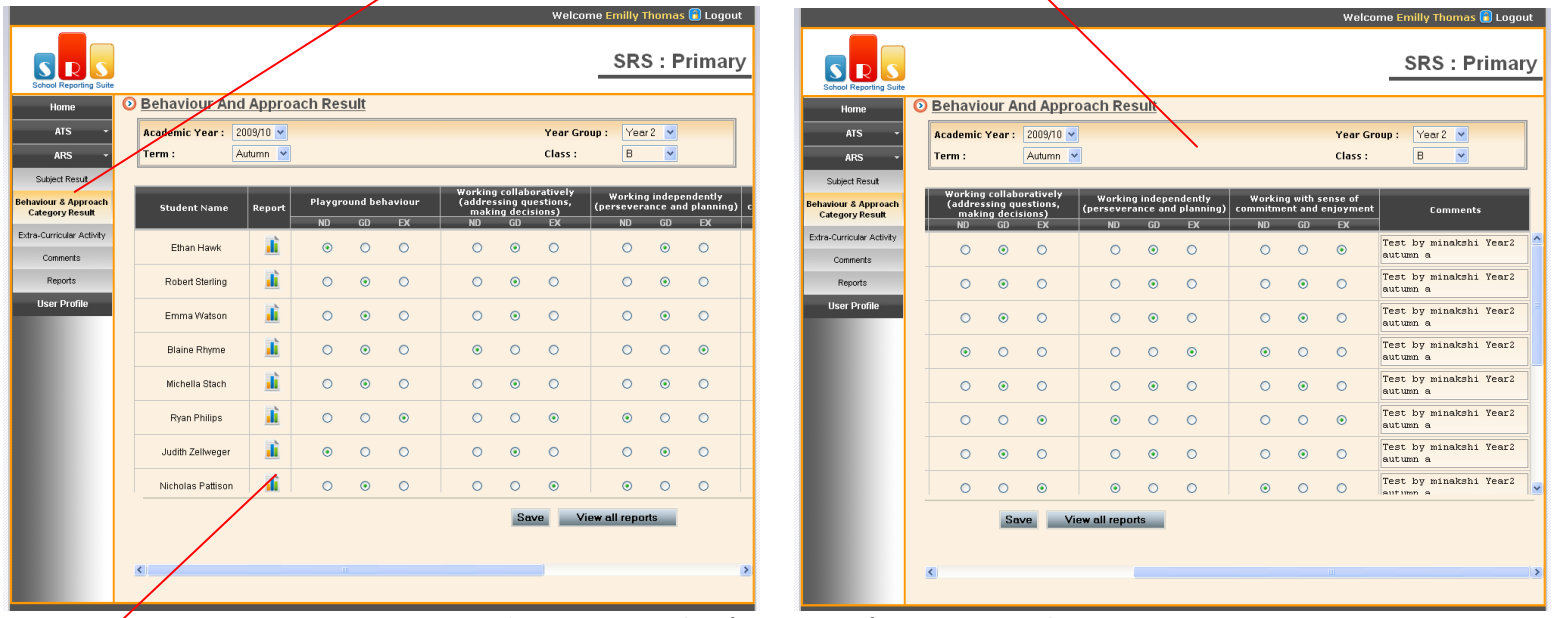

Figure 8: Using ARS, the Annual Reporting System

View pupil reports by clicking the 'Report' icon wherever it appears

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Viewing & Recording Subject Details

Click the 'Subject Details' button on the left, then select the Subject, Class, Year Group, Term and Year from the drop down menus at the top.

Updating student performance levels is then simply a matter of clicking the appropriate radio button.

To add comments, slide the navigation bar at the bottom of the screen to the right until you see the 'Comments' box and type your comments. Clicking 'Save' saves your new inputs.

NB: In the case of Foundation Subjects, teachers can only add comments and view reports.

Viewing and Recording Behaviour and Approaches

Click the 'Behaviour and Approach' button on the left, then select the Subject, Class, Year Group, Term and Year from the drop down menus at the top.

Updating student performance is then simply a matter of clicking the relevant radio button.

To add comments, slide the navigation bar at the bottom of the screen to the right until you see the 'Comments' box and type your comments. Clicking 'Save' saves your new inputs.

Extra-Curricular Activities

Click the 'Extra-Curricular Activities' button on the left, then select the Subject, Class, Year Group, Term and Year from the drop down menus at the top.

Updating Extra-Curricular Activities is simply a matter of selecting or de-selecting the relevant check box. Clicking 'Save' saves your new inputs.

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Adding General Comments on Pupils

Click the 'Comments' button on the left, then select the Subject, Class, Year Group, Term and Year from the drop down menus at the top.

Type your comment in the relevant 'Comments' box. Clicking 'Save' saves your new inputs.

NB: The extent to which teachers can add and view general comments is set by the System Administrator.

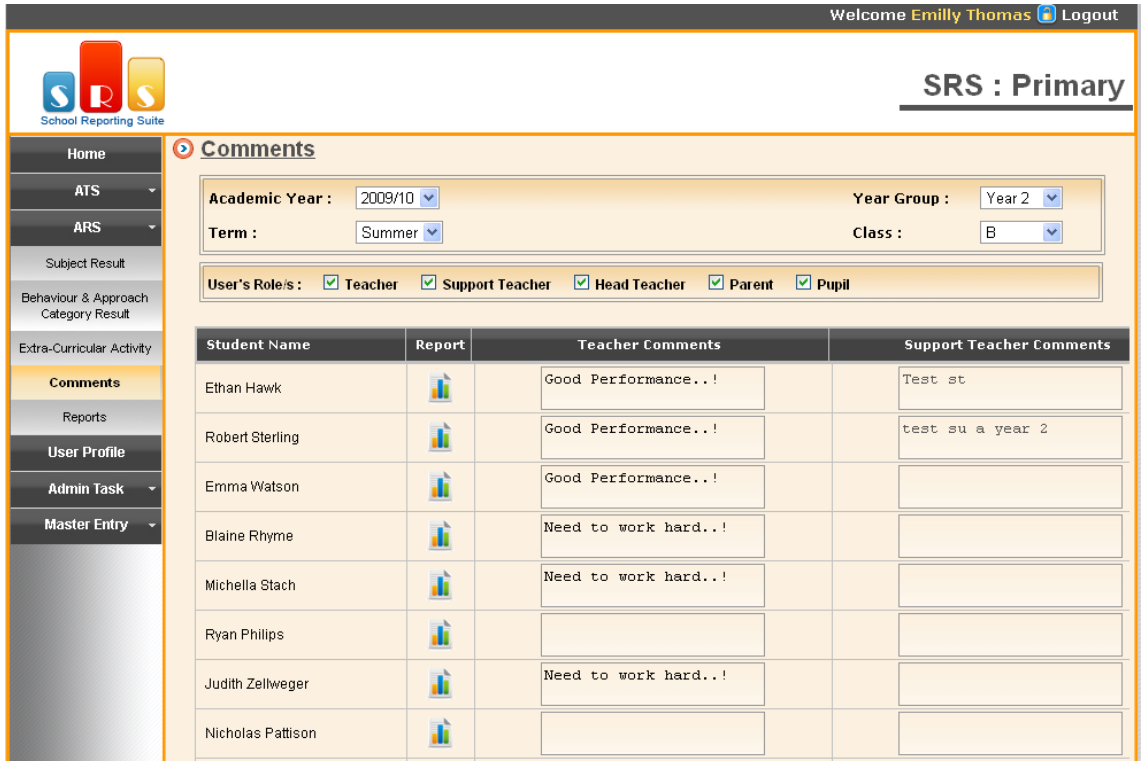

Figure 9: Adding General Comments

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Viewing Reports

Clicking the 'Report' button on the left prompts a screen which invites teachers to choose the type of report they wish to view:

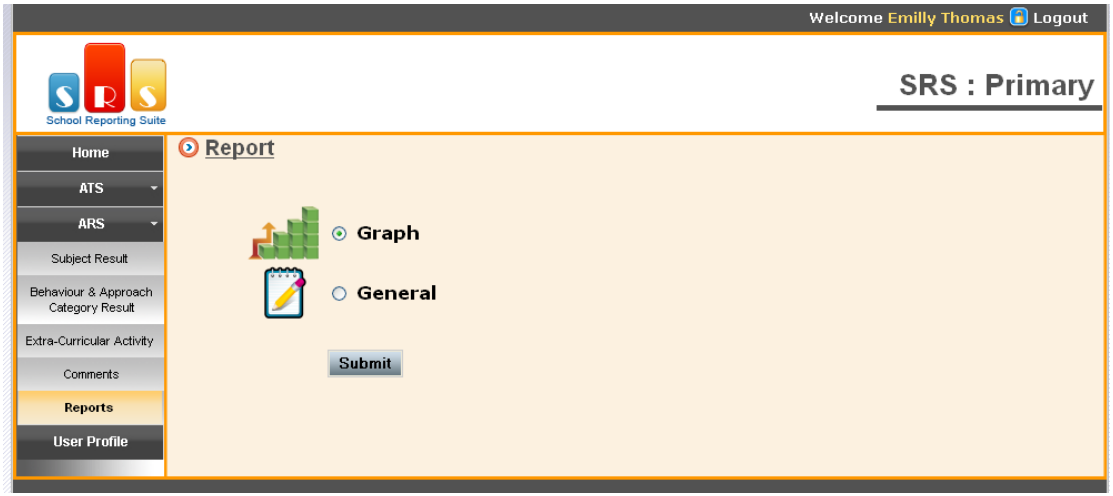

Figure 10: Choosing Report Type

Graphs

To view graphs of pupil performance, select the 'Graph' radio button (after first having selected 'Reports' from the main menu on the left). You will then be asked to specify the type of graph you would like to generate and, using the usual drop down menus, the student performances you would like to review.

Pressing the 'Submit' button generates your graph.

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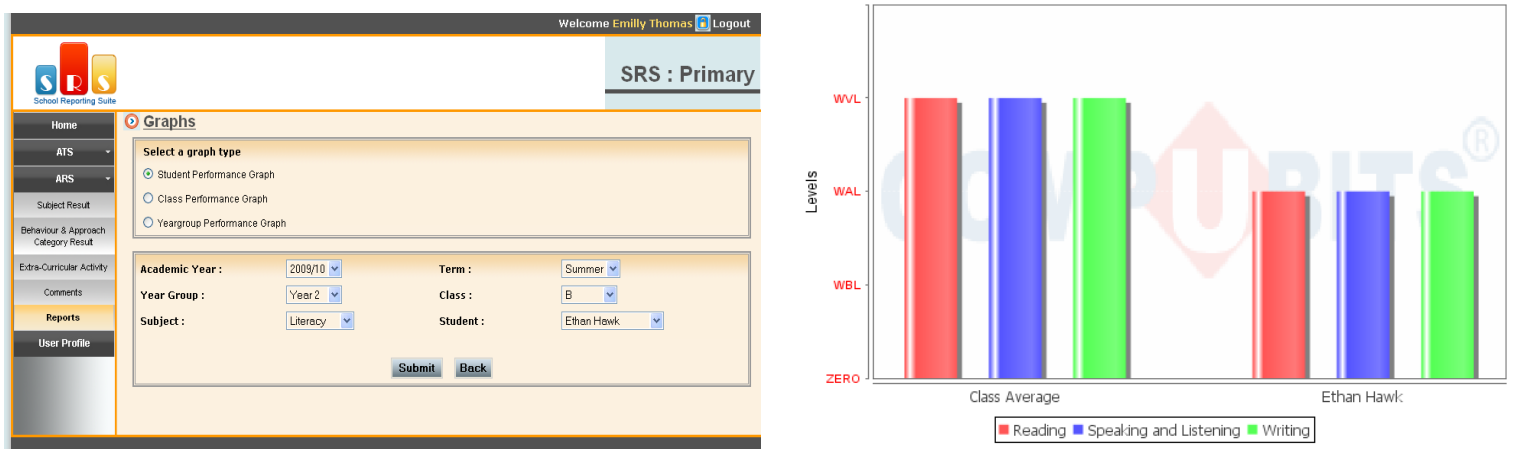

Figure 11: Specifying and Generating Graphs

General Reports

To view General Reports on pupil performance select the 'General' radio button (after first having selected 'Reports' from the main menu on the left) and press 'Submit'.

You will then be asked to choose a type of report and specify the report in the usual way using drop down menus:

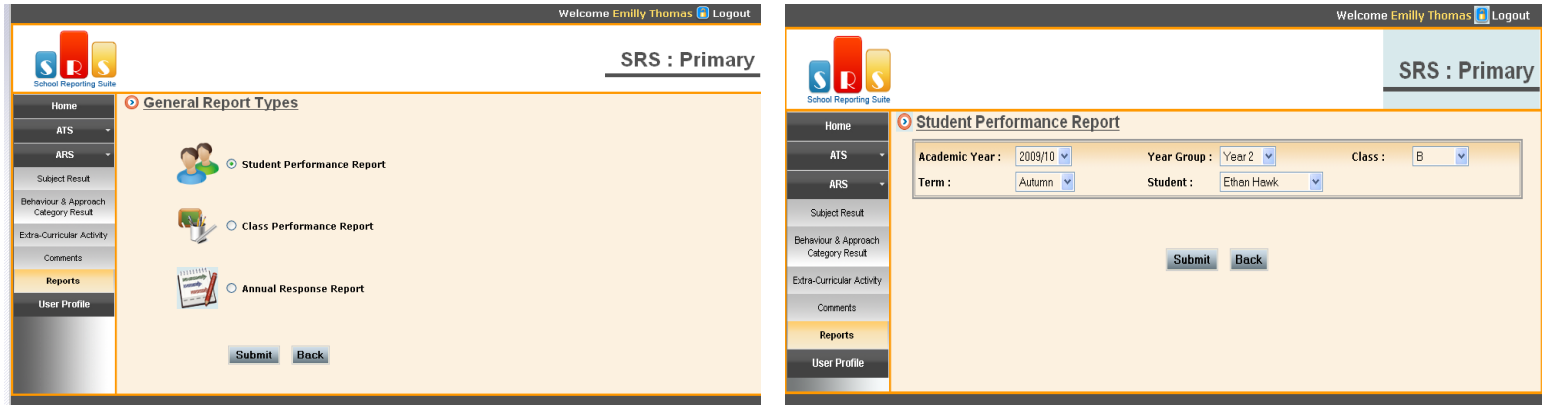

Figure 12: Choosing a Type of General Report, then Specifying it

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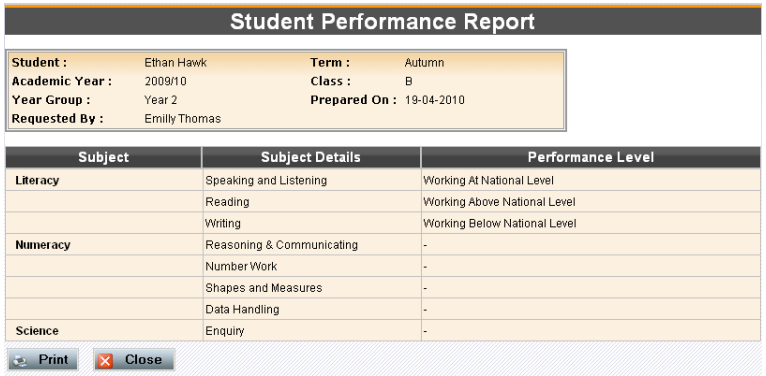
Pressing 'Submit' after you have chosen your report type generates the 'Specifying' screen. Pressing 'Submit again generates your report:



Student Performance Report

Student :	Ethan Hawk	**Term :**	Autumn
Academic Year :	2009/10	**Class :**	B
Year Group :	Year 2	**Prepared On :**	19-04-2010
Requested By :	Emilly Thomas		

Subject	Subject Details	Performance Level
Literacy	Speaking and Listening	Working At National Level
	Reading	Working Above National Level
	Writing	Working Below National Level
Numeracy	Reasoning & Communicating	-
	Number Work	-
	Shapes and Measures	-
	Data Handling	-
Science	Enquiry	-

Print Close

Figure 13: Sample Student Performance Report

NB: Teachers can view the full report on a particular pupil by clicking the 'Report' icon wherever it appears. The report will open in a new window.

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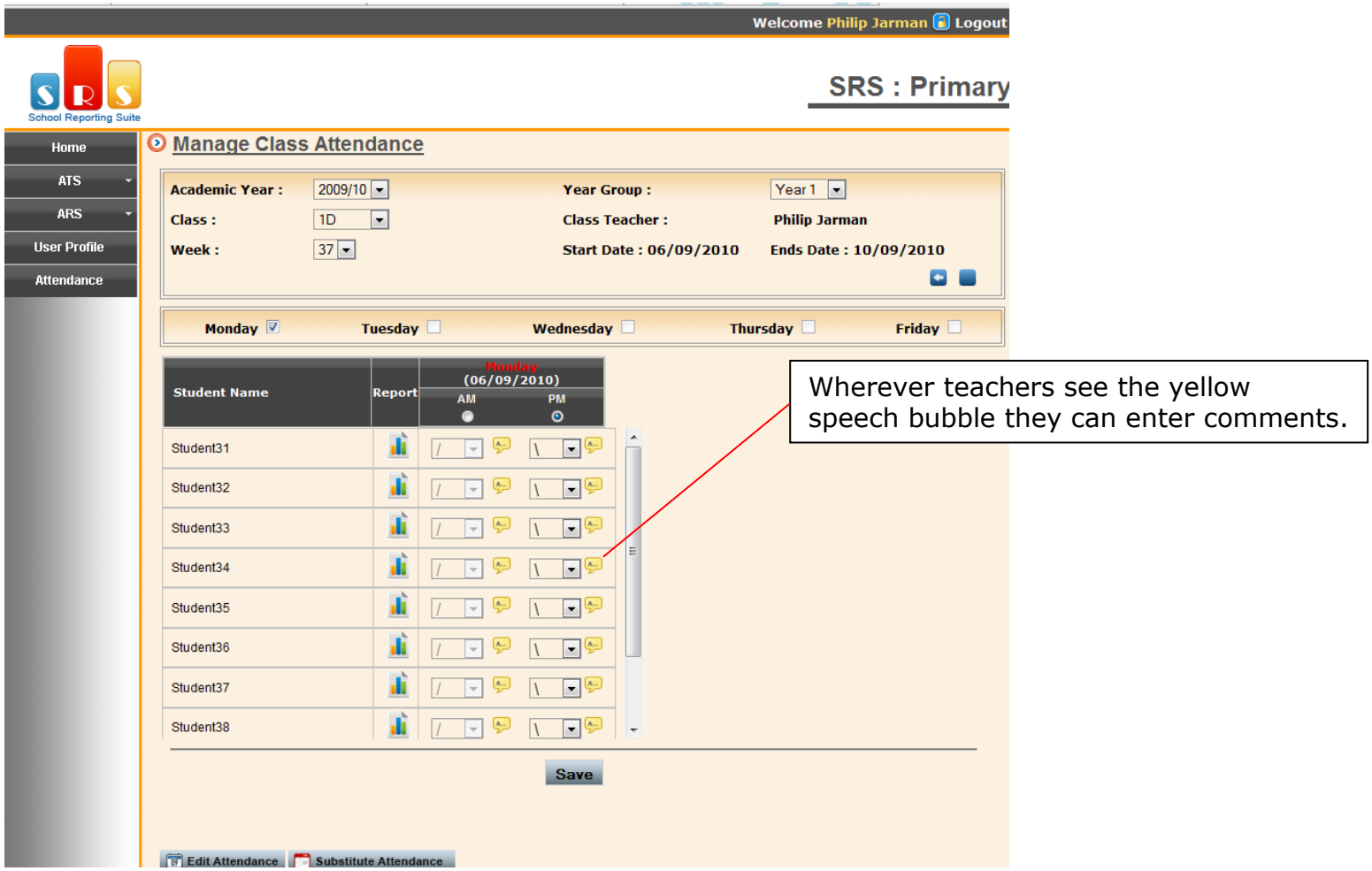
6. Class Register

In response to teacher demand, later versions of SRS incorporate a simple class register, accessed from the menu on the left. Like all SRS screens, wherever teachers see the yellow speech bubble, they have the facility to enter comments.



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7. Support Teachers

Support Teachers use SRS the same way as all other teachers. However, they can only view and add comments to student reports for the Year Group and Class with which they are involved (unless otherwise specified by the System Administrator).

8. Head Teachers

Head Teachers use SRS the same way as all other teachers. Features Head Teachers may find particularly useful include the ability to add their comments to all students in a Year Group and view current year information and student performance with just a couple of clicks.

9. Parents & Pupils

Parents and pupils log in to SRS over the internet in the same way as all other users. They cannot edit the school report or see the reports of other pupils, nor can they access the full functionality of SRS.

Once logged in, parents and pupils can quickly and simply view their own (or their child's) report and add comments. Like all users, they can also view the information that SRS holds on them (their 'User Profile').

Please see the separate *'Quick Guide for Parents & Pupils'* or the full *User Manual* for more detailed information.

10. Help & Support

There are four sources of help: the in-system 'Help' function, the in-school Super Administrator or Administrator (usually your school ICT Coordinator), the comprehensive product User Manuals and the SRS sales and development team at Compubits.

As a practical matter, your school SRS Super Administrator, or Administrator (the people who customised SRS for your school) will probably know more about the system than anyone else and should be your first call if you need help.

If you do need to contact Compubits please call 0208 893 5555 during working hours. You will be asked for your school name and user log in level. Unless there are exceptional circumstances, Compubits will only accept 'help' calls from school SRS Super Administrators, Administrators and/or Head Teachers. Calls may be subject to a charge.

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